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Memorandum **CONFIDENTIAL**

TO : Director of Training

DATE: 2 March 1965

FROM : Chief, Intelligence School

SUBJECT: BI-weekly Activities Report No. 5
16 February - 1 March 1965

1. On 16 February Chief IS briefed a group of component Training Officers on the mission, organization, and function of the Intelligence School.

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2. On 17 February Chief IS viewed a 60-minute film that [REDACTED] proposes to use in the Overseas Orientation course. The film, originally a TV program, is pertinent to the problems of overseas adjustment, and Chief IS has recommended its use in the course.

3. On 23 February Chief IS gave the "Intelligence Briefing" lecture to the JOT's in the current Intelligence Techniques course.

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4. On 24 February [REDACTED] and Chief IS attended a briefing given by [REDACTED], Chief of the AEC Intelligence Division, on AEC's responsibilities in the Intelligence Community. [REDACTED] and all members of the Intelligence Orientation Faculty attended the briefing.

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5. On 25 February Chief IS gave the "Intelligence Writing" lecture to the JOT's in the current Intelligence Techniques course.

6. Chief IS has provided [REDACTED] with a statement of the possible utilization of a DDS-assigned JOT in the Intelligence School for a period of six months to a year. I feel that this is an excellent plan and could be made very beneficial to both the JOT trainee and the Office of Training.

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Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: _____

AUTH: HR 70-2

DATE: 26-1-82 REVIEWER: 006199

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OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 1 March 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Bi-Weekly Activities Report No. 5
15 February - 26 February 1965

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1. Sherman Kent was the host to the IPC JOTs during the past reporting period. The day began, as usual, with Mr. Kent's staff meeting, at which the Board of National Estimates was briefed on a forthcoming National Intelligence Estimate by [REDACTED] was a JOT about seven years ago, and has distinguished himself in the Agency in the DDP with two overseas tours, and has performed brilliantly in the Office of National Estimates. His briefing was excellent--the prospects for the [REDACTED] 25X1A [REDACTED] dispute. Mr. Kent was well pleased with [REDACTED] paper, and with his oral presentation to the Board. It was an eye-opener to the JOTs as to how business is done at that level. 25X1A

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2. The afternoon program for the JOTs was upset by a "crash" estimate that had to be prepared and coordinated on Viet Nam. General Carter had allowed the Board only 18 hours to get the whole thing done--starting from scratch. [REDACTED] was the host to the JOTs while the Viet Nam paper was being thrown together. He answered questions for about three hours on the working arrangements between the DDP and the DDI at the level of the Office of National Estimates. Afterwards he gave the JOTs a working paper he was "chairing" on Eastern Europe, and asked them to critique the paper on their own time, and to let him see the critiques. When I forwarded the critiques to Mr. [REDACTED] he was so pleased that he called me on the phone, and asked me to inform the JOTs that their well expressed, substantive and editorial comments had been received, and would be taken into consideration before the working paper saw the light of day as a National Intelligence Estimate.

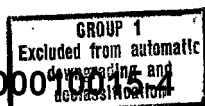
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3. Operations Training submitted a request for 40 copies of [REDACTED] latest Training Aid, Volume VII -- the Writing of Reports, Second Edition, 1 December 1964. Forty copies were quickly dispatched to [REDACTED] 25X1A

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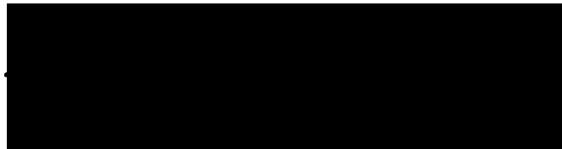
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PAGE TWO - BI-WEEKLY ACTIVITIES REPORT NO. 5

*Train to Europe
at 10:00 AM
10/10/78*

4. Because of the shortage of rooms, the current running of the ITC is using two section rooms as a main classroom. Sort of the "hot bed" principle applied to classroom teaching. We fear an adverse effect upon the JOTs, but are keeping our fingers crossed.



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Memorandum

TO : Chief, Intelligence School

DATE: 1 March 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 5
15 - 26 February 1965

1. Intelligence Orientation

W

a. I.O. #76, ^{beginning} 1 March, has an enrollment of 22 students. This student group is markedly different from the last several classes. About half the students come from the DDP, and only three from the DDS. Grades range from GS-05 to GS-17 (median grade is GS-11). Also, half the group are "old-timers", (i.e., on board with the Agency more than a year), and over one-third have been here more than three years. This, too, is a reversal of recent trends, as a sizeable majority in recent classes have been newcomers to the Agency.

b. As mentioned in the last report, our major change in this course will be increased coverage of the DDP. [REDACTED] will cover FI, CI, and [REDACTED] activities of the Clandestine Services. [REDACTED] will speak on the Agency's role in [REDACTED] and [REDACTED] on the Agency's War Planning role.

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2. JOT Orientation

Preparations are just about complete now for this course beginning 22 March. Several senior Agency officials, including Mr. Kirkpatrick and Col. White, have already accepted invitations to speak.

3. Briefing at Kings Point, New York

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[REDACTED] flew to and from the Civil Service Executive Center at Kings Point, N.Y. on 16 February to brief the two-week seminar on "The National Defense Establishment".

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The class of 34, representing 13 departments or agencies was predominately from the defense establishment. It included a CIA member. Most appeared to be

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W { rather senior people in their respective agencies. The presentation of "The Intelligence Function in National Security Policy" seemed well received, and they used up the entire time allotted for questions. Dr. DeVore, the Course Director, expressed his personal appreciation quite warmly.

Having attended one of the first seminars conducted at the CSESC in late 1963, [REDACTED] particularly noted a remarkable improvement in accommodations for the students as well as in the seminar rooms. One could now be very comfortable there in midwinter.

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4. Headquarters Briefing

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[REDACTED] presented the CIA Introduction to 33 EOD's on 15 February. The group included a number of senior personnel.

5. A.E.C. Briefing by Dr. Reichardt

A briefing was given on 24 February to members of the Intelligence School on the Atomic Energy Commission and its roles in USIB. Dr. C. Reichardt, Chief Intelligence Division, AEC spoke for approximately two hours answering a number of questions in response to a request by the IOF for a general orientation on the AEC organization, particularly its inter-relationships with the rest of the intelligence community.

A memo for the record is being prepared which will outline the highlights of Dr. Reichardt's presentation. In particular, it will stress the unusually wide scope of AEC's responsibility in national intelligence and the changing role of the AEC in view of recent discussions in USIB.

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[REDACTED]
tance both as to arrangements and the substance of the briefing.

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6. Briefings for Commo Personnel

25X1A On 25-26 February, at the request of [REDACTED] 25X1A
[REDACTED], OC Training Officer, we briefed 4 Commo personnel informally on the current structure and recent changes in Agency organization. These people had recently returned from the field, and are scheduled to take the Ops. Fam. course beginning 15 March.

7. Revision of NSCID Staff Paper

25X1A [REDACTED] has completed the last major revision of an IOF Staff Paper entitled "List and Summary of NATIONAL SECURITY COUNCIL INTELLIGENCE DIRECTIVES (NSCID's)". This IOF Memorandum incorporates the 1964 revision of NSCID #1 but also attempts to summarize, where possible, the highlights of the other 7 NSCID's which were revised in 1958 and 1961. This staff memorandum will be available starting with the March 1965 I.O. and JOT courses.

8. Special NPIC Course

25X1A [REDACTED] has had further discussion with Dr.
25X1A [REDACTED] about the Special NPIC Course to begin 29 March. We plan to visit NPIC on 11 March to make final arrangements for the program.

9. Operations School Interest in "American Thesis"

25X1A In view of interest expressed by [REDACTED] of 25X1A
the Operations Support Faculty, Operations School, Mr. [REDACTED] on 18 February described the "American Thesis" component of the Intelligence Orientation Course. She requested, and was given sample student kit and other material to use in her training classes, which include personnel going into the field. She wished to make this material available to her classes in order to stimulate their awareness that every member will probably encounter situations in which he should be both informed and articulate in replying to foreigners' questions about the United States, and will thereby take time to bone up on this country as well as that in which he is to be stationed.

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UNITED STATES GOVERNMENT

Memorandum

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TO : Chief, Intelligence School

DATE: 26 February 1965

FROM : Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 5
15 - 26 February 1965

1. Number in Clerical Induction Training:

8 - 12 February 1965

15 - 19 February 1965

53 trainees in classes

46 trainees in classes

29 of these entered classes
for the first time

19 of these entered classes
for the first time

2. Number in Clerical Orientation Training:

8 - 12 February 1965

15 - 19 February 1965

14 trainees

27 trainees

3. Results of Official Agency Testing Administered in Clerical Induction to Entrance-On-Duty Employees:

8 - 12 February 1965

Typewriting
Shorthand

Tested

Passed

18

6

9

3

15 - 19 February 1965

Typewriting
Shorthand

Tested

Passed

11

1

6

1

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Bi-Weekly Activities Report, No. 5
15 - 26 February 1965

4. Results of Official Agency Testing Administered to Applicants:

8 - 12 February 1965

	<u>Tested</u>	<u>Passed</u>
SET	17	
Typewriting	12	1
Shorthand	2	0
Card Punch Operator		
Aptitude Test	0	

15 - 19 February 1965

	<u>Tested</u>	<u>Passed</u>
SET	23	
Typewriting	18	3
Shorthand	6	1
Card Punch Operator		
Aptitude Test	0	

5. Personnel Note: The currently prevalent flu bug victimized a number of the Clerical Training Faculty members this past week.

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